



## Department of Administrative Services State of Georgia Job Description

### Category Cluster Manager

**Job Code:** 31812

**Pay Grade:** 21

**Salary Range:** \$61,091 - \$106,808

#### **Job Description, Responsibilities, Standards, and Qualifications**

Under general direction, serves as a manager over a category cluster in State Purchasing's Strategic Sourcing section. Manages target savings and performances for category cluster. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned category cluster. Develops and maintains strong working relationships with internal and external stakeholders.

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#### **Job Responsibilities & Performance Standards:**

##### **1. Manages category cluster performance based on procurement strategy and priority targets.**

1. Directs the category management function to procure products and/or services that meet established quality standards and specifications at the lowest possible cost.
2. Serves as thought leader and key point of contact on all matters related to category cluster.
3. Develops and maintains current knowledge of customer needs, supply market dynamics, and technological changes.
4. Establishes and maintains effective channels of communication among category teams in the cluster.
5. Populates category cluster departmental dashboard to report cluster performance against key measures.
6. Develops and maintains knowledge of multiple subcategories within the major category of spend.

##### **2. Manages category clusters' strategic sourcing initiatives and coordinates with special sourcing projects.**

1. Coordinates with Category Managers and State Purchasing leadership to set and communicate internally the annual category cluster sourcing strategies and savings target.
2. Ensures that procurement activities are conducted in a professional and ethical manner.
3. Coaches category managers to procure quality products and services while maximizing value and savings for the state.
4. Ensures that category cluster objectives are achieved in accordance with applicable goals and deadlines.
5. Maintains a good understanding of the technical and commercial impacts of products/services.
6. Manages resource allocation between category activities and special projects within the cluster.

7. Identifies and incorporates qualified special project categories into category cluster.
- 3. Serves as the key approver for vendor agreements and assists in critical vendor negotiations and relationship building.**
  1. Demonstrates strong decision-making skills and makes decisions that are consistent with the overall mission and goals of State Purchasing
  2. Negotiates with vendors in a tactful, respectful, and ethical manner.
  3. Skillfully manages difficult or strategic negotiations.
- 4. Serves as central point of contact for customers and vendors of assigned category cluster.**
  1. Establishes and manages executive level relationships with critical and strategic vendors and customers.
  2. Ensures that customer service standards are met in all procurement activities.
  3. Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes.
  4. Effectively works with category managers and customer and vendor satisfaction manager to resolve vendor protests and customer complaints in a timely manner.
- 5. Supervises category managers, and/or analysts in performing responsibilities related to the management of procurement categories.**
  1. Oversees the recruitment and hiring of procurement staff with appropriate knowledge, skills, and abilities to achieve established goals.
  2. Provides staff with clear performance expectations and objectives.
  3. Tracks and reviews high-level metrics to evaluate the performance of category managers.
  4. Regularly evaluates category cluster activities to ensure consistency across categories.
  5. Mentors and provides ongoing coaching to category managers on an ongoing basis to further develop their management expertise and to facilitate achievement of goals and objectives.
  6. Provides ongoing, constructive, and timely performance feedback to staff to enhance achievement of expectations.
  7. Performs accurate and timely performance evaluations of assigned staff.
  8. Identifies appropriate and cost-effective professional development opportunities for assigned staff.
  9. Initiates the appropriate corrective action when team members fail to meet expectations.
- 6. Identifies, adopts, and implements best practices in the field of procurement for category cluster.**
  1. Understands, applies, and complies with the General Procurement Manual (GPM) procurement rules and regulations in detail.
  2. Collaborates with State Purchasing management in the development of the Georgia Procurement Manual and procurement process standards to ensure that best practices are reflected.
  3. Interprets and ensures compliance with applicable laws, rules, regulations, policies, procedures, and ethical standards for assigned staff.
  4. Reviews day-to-day practices on an on-going basis to identify possible areas for improved effectiveness and efficiency.
  5. Identifies issues and potential solutions through policy changes and helps drive changes.
  6. Maintains current knowledge of the procurement field and assigned category cluster by conducting appropriate research of trade journals, internet resources, and communicating with peers and other experts as appropriate.

7. Identifies and attends appropriate professional development related to procurement field.
  8. Shares procurement, software, and application knowledge and expertise with assigned staff in order to support their professional development within the field of procurement.
  9. Demonstrates strong drive and motivation in achieving established goals.
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## **Competencies:**

### **1. Goal and Task Management (level 5)**

- **Driven by both personal and organizational standards to produce results.**
  - Focuses efforts on the key things that matter most
  - Maintains short and long-term focus in the completion of tasks.
  - Takes on extremely challenging tasks.

### **2. Organizational Awareness (level 4)**

- **Forms alliances.**
  - Forms alliances to achieve goals.
  - Uses formal and informal organizational systems to meet objectives.
  - Uses political networks to initiate and cause change.

### **3. Vision (level 4)**

- **Makes connection between influences and vision.**
  - Recognizes relationship between trends and influences and the direction the organization must take.
  - Imagines and communicates unique methods for achieving organizational success.

### **4. Integrity/Honesty (level 5)**

- **Ensures personal and organizational integrity.**
  - Take extraordinary steps to ensure personal and organizational integrity.
  - Impeccable track record of ethical conduct.

### **5. Written Communication (level 5)**

- **Uses and applies advanced literary techniques.**
  - Extensive knowledge of advanced literary techniques and formats.

### **6. Negotiation and Influence (level 5)**

- **Orchestrates situation to achieve win-win results.**
  - Identifies options and alternatives that are beneficial for all.
  - Considers overall impact and results of negotiations and agreements.
  - Enlists “political allies” to influence situations and people.
  - Targets decision makers; builds support behind the scenes.

## **7. Human Resource Management (level 4)**

- **Deploys staff to achieve development.**
  - Assesses staff abilities when assigning/delegating tasks.
  - Implements comprehensive staff-development strategies.
  - Employs tracking mechanisms to assure attainment of overall staff development goals.

### **Minimum Qualifications:**

Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university.

AND

Five years of professional procurement/sourcing experience, three years of which were in a managerial capacity.

OR

Completion of a four-year degree from an accredited college or university

AND

Seven years of professional procurement/sourcing experience three years of which were in a managerial capacity.

OR

Ten years of professional procurement/sourcing experience, three years of which were in a managerial capacity.

OR

Two years of experience at a level equivalent to Category Manager.

### **Preferred Qualifications:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/sourcing experience in one or more categories in the following areas:
  - Services
  - Goods
  - Capital Expenditures
  - IT